



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY RECRUITING BATTALION ALBANY
21 AVIATION ROAD
ALBANY, NEW YORK 12205-1131

RCNE-AL-CO

6 June 2003

MEMORANDUM FOR All Assigned Personnel

SUBJECT: Policy Memorandum #13-Local Travel Area (LTA)

1. References.

- a. DOD Joint Federal Travel Regulations, Volume 1.
- b. Comptroller General Decision B-196049, 21 Apr 80.
- c. USAREC Regulation 37-14, paragraph 2-2.

2. Reference 1(a) provides for reimbursement to military and civilian personnel who travel in and around their duty station in the conduct of official business to generally be entitled to reimbursement of their personal transportation expenses at the current privately-owned conveyance rate. Furthermore, both civilian and military are authorized reimbursement for meals procured at personal expense under certain conditions. Personnel will not receive reimbursement for travel within the their company's area of responsibility without the prior approval of the battalion executive officer.

3. In order to determine proper reimbursement to military and civilian personnel assigned to the USARB ALBANY Battalion Headquarters for expenses incurred when performing their official duties, the LTA for USARB ALBANY Battalion Headquarters is defined as follows:

- a. Battalion Headquarters – One hour driving distance one-way from the headquarters building.
- b. Companies – One hour driving distance one-way from the company headquarters.
- c. Recruiting Stations – One hour driving distance one-way from the recruiting station.

4. Individuals traveling in the established commuting area who must remain overnight due to mission requirements must indicate so in block #16 of DD Form 1610.

5. Point of contact for this action is the budget office at (518) 438-2126.


SANDRA E. LUFF
LTC, MI
Commanding